

NURY MARTINEZ

COUNCILWOMAN, 6TH DISTRICT

August 11, 2020

Ms. Sharon Tso
Chief Legislative Analyst
Room 255, City Hall
200 N. Spring Street
Los Angeles, CA 90012

Dear Ms Tso:

As you are aware, Councilmember Jose Huizar's suspension has rendered vacant at present the position of Councilmember for the Fourteenth Council District.

In accordance with past practices to address interim vacancies on the City Council, I am designating you as the Caretaker for the Fourteenth Council District pending the anticipated appointment of Councilmember-Elect Kevin de Leon on October 15, 2020. This designation is effective immediately. Your duties and responsibilities are enumerated on the attached instructions.

This action and instructions are intended to assure the residents of the Fourteenth Council District that they will not be without an individual they can turn to until they are once again directly represented by a Councilmember.

If you have any questions, please feel free to contact me.

Sincerely,


NURY MARTINEZ
President,
Los Angeles City Council

cc: All Members of the City Council
City Clerk

Attachment: Caretaker Instructions

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INSTRUCTIONS TO CARETAKER - FOURTEENTH COUNCIL DISTRICT

1. The Chief Legislative Analyst (CLA) or designee will perform in the role of Caretaker for the Fourteenth Council District until a new Councilmember for the district is duly in that office, or until relieved of this assignment by the President of the City Council.
2. In the performance of this role, the CLA, or designee, will be guided, but not restricted, by the following directions and guidelines:
 - A. Insofar as possible handle all routine constituent inquiries and requests in the same manner as they would be handled if a Councilmember were there. Any unusual problems or anything requiring special actions to resolve will be discussed with and approved by the President of the Council.
 - B. Review all incoming mail and reach a decision on what to do with each communication, e.g., respond, refer to appropriate City office; file, forward to the appropriate person, etc.
 - C. Review all Council files relating to the District and with the aid of staff determine the disposition of such files. If a file is to be initialed, it will be transmitted to the President of the Council for such action along with the recommendation of the CLA or designee.
 - D. Review all outgoing correspondence from the Council office, all of which will be signed by the CLA as the Caretaker of the Office.
 - E. Review the workload, personnel and space requirements of the office and make recommendations to the President of the Council regarding these matters, as appropriate. Such a review will specifically include making recommendations to the President as to the retention of the District's field offices and personnel.
 - F. Work with involved City offices and departments in matters relating to the Fourteenth Council District, including, but not limited to, the budget of the office, and the portions of the City Budget that have a direct impact on the District.
 - G. Seek the advice of the Council President in all policy matters relating to the role of Caretaker as more of the specifics of this task unfold.
 - H. Prepare monthly reports to the Council President as to the activities of the office of the Fourteenth Council District. Such reports should be in a form that will lend itself to being combined into a single summary report to the incoming Councilmember as orientation documents to the status of matters involving the Fourteenth Council District.
 - I. Review and approve payroll timesheets for the office, and orders for supplies, equipment, or other expenses.
 - J. Make other decisions or perform other tasks as are needed to carry out the role of Caretaker under these or other instructions of the Council President.